

**DEPARTMENT 72 POLICIES & PROCEDURES  
INDEPENDENT CALENDAR CASES ASSIGNED TO THE HON. J. RICHARD HADEN**

**CALENDARS**

1. **EX PARTE.** Appointments will be heard by reservation only at 8:30 AM Tuesdays and Thursdays. Emergency ex parte will be scheduled through Court approval only. Reservations shall be made by calling the Calendar Clerk at (619) 685-6027 with at least 24 hours advance notice to the Court and opposing counsel. The Court will usually forego a formal order and allow the minute order to stand, with notice waived, though there are exceptions subject to the Court's directions at the time of the ex parte hearing. Counsel shall provide reasonable telephonic notice to the Court if cancellation of an ex parte reservation becomes necessary. **Moving counsel shall drop the ex parte application and fee in the Department In-Box on the 2nd floor of the Hall of Justice by 12:00 noon the day before the hearing.**
2. **CASE MANAGEMENT CONFERENCES** are held every Friday and at such other times as the Court shall designate.
3. **JOINT READINESS CONFERENCES** are held every Friday and at such other times as the Court shall designate.
4. **TRIAL CALLS** are held every Friday at 8:30 AM unless the Court designates otherwise. Trial counsel are to be present. The Court will advise counsel when the case is to begin that following week. Court trial hours are Monday through Thursday, 9:00 AM to 12:00PM noon) and 1:30PM to 4:30PM unless otherwise ordered.
5. **TELEPHONIC LAW & MOTION.** All motions filed in this department require reservations. Counsel may obtain reservations for motion hearings by calling the Calendar Clerk. Tentative Rulings on motions, if provided, will be telephonic on the court day before the hearing at 4:00 PM. No appearance of parties or counsel is necessary. Oral arguments will be heard on the next day following the tentative ruling at 10:30 AM unless the Court designates a different time.
6. **SPECIAL SETTLEMENT CONFERENCES** are available by reservation with the Calendar Clerk, and by necessity are limited in number, this being a trial court. Counsel are to file a Special Settlement Conference Statement with the Court one (1) day before scheduled conference. Each brief shall set forth the nature of the case, liability analysis, damage analysis, prior settlement negotiations between the parties in good faith, and evaluation of the case for settlement purposes. (Review Local Rules 8.1 through 8.4.)  
**THIS COURT DOES NOT CONDUCT MANDATORY SETTLEMENT CONFERENCES.**

**FILING OF PAPERS**

**WHERE TO FILE:** In general , ALL papers shall be filed in the Business Office, except ex parte applications and settlement briefs, opposition and reply to noticed motions, and Notice of Issues to be Addressed at Oral Argument.

**TAKING MOTIONS OFF CALENDAR.** Counsel are to notify the Calendar Clerk at least **FIVE (5)** court days before the scheduled hearing date to take the motion off calendar.

**Failure of the parties or their counsel to comply with any portion of this order may result in the imposition of sanctions. No procedures or deadlines established by this order shall be modified or avoided by stipulation, without leave of Court.**

**Hon. J. Richard Haden**

Department 72 Staff:

Clerk	Sandy Weaver	685-6151
Reporter	Michael Gallivan	685-6189
Bailiff	Pat Byrne	685-6151
Staff Attorney	Tom Schnebeck	
Calendar Clerk	Annette Seamons	685-6027